

**NOTE: THIS IS FOR YOUR GENERAL INFORMATION
ONLY. THIS IS NOT A CURRENT APPLICATION!!**

**PERFORMING AND VISUAL ARTS FUND
GRANT APPLICATION PACKET**

2002

**CHULA VISTA OFFICE OF CULTURAL ARTS
RIC TODD, CULTURAL ARTS COORDINATOR
365 F STREET
CHULA VISTA, CA 91910
(619) 585-5627**

A. PURPOSE: The Performing and Visual Arts Fund Grant Program was established to promote and stimulate the growth of cultural arts within the City of Chula Vista through a grant application process for local performing and visual arts groups and individuals.

The grant fund supports art projects in: dance, design arts, media arts, music, photography, theater, traditional/folk arts and visual arts, or interdisciplinary expressions involving more than one of the above fields. **At the present time applicants for visual art projects, scholarships and travel awards are encouraged to apply. Applicants should be aware, however, that only preliminary approval for funding these categories has been obtained from the House of Blues Concerts, Inc.** It is anticipated that final approval for these three categories will soon be obtained, but until such approval is obtained, actual awards in these categories cannot be made.

Through this program the City of Chula Vista's Office of Cultural Arts seeks to equitably and economically support the creative arts.

B. BACKGROUND INFORMATION: In 1997 the City Council approved a Sublease with the House of Blues Concerts, Inc. (formerly Universal Concerts) establishing a process whereby a portion of ticket sales proceeds at Coors Amphitheater would be paid to the City to be utilized for a Performing Arts Fund. This fund, referred to as the "Performing and Visual Arts Fund", was designated to be used for arts grants for the Chula Vista community. In February 1999, a Task Force appointed by the Mayor began drafting criteria for the allocation of the Performing Arts Fund, as well as a process to administer these allocations. This process was completed and the Office of Cultural Arts was designated to be in charge of the "Performing and Visual Arts Fund Grant" process with final approval concerning use of these funds being made by the Chula Vista City Council.

Task Force Members:

Mayor Shirley Horton, Chair
Scott Alevy, Member at Large
Bonnie Johnston, Chula Vista Elementary School representative
Nora McMartin, City staff representative
Larry Perondi, Sweetwater Union High School representative
Barry Russell, Southwestern College representative
Buck Martin, House of Blues Concerts representative
William Virchis, Cultural Arts Commission representative

The Office of Cultural Arts:

Ric Todd, Cultural Arts Coordinator
City of Chula Vista
365 "F" Street
Chula Vista CA 91910
(619) 585-5627
www.arts.chulavista.lib.ca.us

C. FUNDING PROCESS: Income generated from a percentage of ticket sale proceeds at the Coors Amphitheater in Chula Vista will be awarded annually to qualified applicants. Funding is awarded through the City of Chula Vista's Office of Cultural Arts via an annual competitive application/review process. Applicants must make a clear case for funding, based on established criteria.

D. BUDGET: The total budget for the year 2001 will be announced in February 2001. Since the grant amount is based on a percentage of ticket sales, the amount of money to be awarded will change each year. Residents of Chula Vista may apply either as individuals or as arts organizations. The range of grants is expected to be from \$250 to \$2,500.

E. SUBMISSION DEADLINE: Through its Office of Cultural Arts and the Performing and Visual Arts Task Force, the City will award grants to Chula Vista organizations and individuals during the year 2002. The **GRANT APPLICATION DEADLINE DATE** for the current year will be **FRIDAY, FEBRUARY 15, 2002, BEFORE 5:00 P.M.** The next grant process will take place in February 2003.

F. GOALS:

1. To increase public awareness of, and participation in, the visual and performing arts in our community
2. To encourage the growth of local art resources
3. To promote cooperation and collaboration between the City of Chula Vista's Office of Cultural Arts and local performing and visual arts individuals/groups/agencies/organizations/schools
4. To develop cultural venues which will attract both residents and tourists
5. To serve the cultural needs of the community
6. To broaden and leverage public and private support for the performing arts
7. To maintain and preserve the City's artistic cultural and historic heritage
8. To support exemplary community arts education

A. WHO CAN APPLY- GENERAL ELIGIBILITY

1. Chula Vista based, tax-exempt, non-profit organizations
2. Chula Vista based educational institutions
3. Chula Vista based religious organizations
4. Performance groups associated with Chula Vista based educational institutions
5. Visual arts groups associated with Chula Vista based educational institutions*
6. The City of Chula Vista and its various departments and Boards and Commissions
7. Individuals residing in Chula Vista
8. Individuals who want scholarships for study (\$1,000 maximum; must share art skill learned from scholarship with the community)*
9. Groups that want travel expenses related to a performing or visual exhibition (\$1,000 maximum; must give back one performance or exhibition to the City of Chula Vista in exchange for the grant)*

For-profit organizations, institutions and businesses shall not be eligible to apply for grant funds. shall not be eligible to apply for funds. However, non-Chula Vista based, non-profit organizations may partner with Chula Vista based organizations. For example, Sweetwater Union High School District could apply for funds to present a concert by the San Diego Symphony in Chula Vista. Individual Chula Vista residents shall be eligible to apply in an effort to develop local talent.

B. EXAMPLES OF WHAT THE GRANTS CAN BE USED FOR:

1. Funds to pay an artist for a performance or exhibition
2. Materials for a creative event (i.e., supplies needed for an exhibition)
3. Costs of printing programs for a local event
4. Costumes for a production
5. Materials needed for a project (i.e., paints and paper)
6. Art/Music/Dance projects in schools and the community
7. Programs that promote cultural diversity and/or cultural tourism

Items not covered in this section may be considered (under special circumstances) by the Performing & Visual Arts Task Force.

C. ARTISTIC DISCIPLINES THAT WILL BE CONSIDERED FOR FUNDING:

Dance: All dance forms including ballet, modern, avant-garde, jazz, tap, historic and ethnic/folk dance. Dance Applicants should submit a videotape as their sample artistic documentation. Projects that involve broadcasts must include a distribution plan as part of the proposed work plan/timeline.

Design Arts: All forms of design including architecture, urban design, landscape design, historic preservation, environmental design, interior design, industrial design, graphic design and fashion design. Design Art Applicants should submit five drawings, or six slides as their sample artistic documentation.

Interdisciplinary: Projects with more than one discipline (i.e., music and dance). Interdisciplinary includes activities, such as performance art, that explore nontraditional formats and processes and fuse or transcend distinct art disciplines. In an interdisciplinary project, each art discipline interdependently contributes an essential element which, without the work, would otherwise be incomplete. Please select the discipline that is the primary focus of the project. Interdisciplinary Applicants should submit a videotape as their sample artistic documentation. Projects that involve broadcasts or publications must include a distribution plan as part of the proposed work plan/timeline.

Media Arts: Production of films, video and audio art, including experimental and narrative works, as well as electronic manipulation, animation and broadcast. This category does not include documentary projects about artists/works within other art forms (i.e., a video documentary about a musician or famous mural). It excludes documentaries dealing with non-art subjects, e.g., sports. Arts Applicants should submit either a three-page manuscript or treatment or a videotape as their sample artistic documentation, whichever best illustrates the content and the style/quality of the proposed project.

Multi-department Museum Project: This category is used by organizations with artistic activities divided into departments, several of which will be fulfilling differing aspects of the proposed project. Various activities therefore can be distinct to one artistic discipline, equal and independent of each other, yet be proposed as parts of one overall series. If the proposed project has more than one discipline, please select Interdisciplinary. Multi-Department Applicants should submit a videotape or six slides as their sample artistic documentation. Projects that involve broadcasts or publications must include a distribution plan as part of the proposed work plan.

Music: Musical performance and composition including traditional and contemporary orchestral music, opera, jazz, vocal, choral, electronic and other contemporary music forms. Music Applicants should submit an audio tape as their sample artistic documentation.

Photography: The use of the photographic medium as the primary vehicle of artistic expression resulting in works produced for, but not limited to, archival, resource documentation, or exhibition purposes. Photographic work produced for commercial, advertising, industrial, scientific purposes or for inclusion in a non-art publications are ineligible for funding. Photography Applicants should submit six slides as their sample artistic documentation.

Theater: All forms of theater including professional, regional companies and schools, experimental, street, puppets, mime/children's ensembles, musical comedy and storytelling. Theater Applicants should submit a videotape or a three-page treatment as their sample artistic documentation. Projects which involve touring or broadcasts must include a distribution plan as part of the proposed work plan/timeline.

Traditional and Folk Arts: The traditional, authentic, artistic activities and expressive customs indigenous or rooted to any group that shares the same ethnic heritage, language, religion, occupation, or geographic region. Traditional and Folk Arts Applicants should submit one category of sample artistic documentation which best illustrates their project (i.e., slides or tapes).

Visual Arts: All forms of visual arts including sculpture, painting, installation art, drawing, printmaking, crafts media and artistic books. Visual Arts Applicants should submit five drawings, or six slides as their sample artistic documentation. Projects that culminate in publications must include a distribution plan as a part of the proposed timeline.

D. WHO CANNOT APPLY- INELIGIBILITY

1. For-profit organizations
2. Businesses
3. Non-Chula Vista based non-profit organizations (however, these organizations may partner with Chula Vista based organizations)
EXAMPLE: Chula Vista based organization may apply for funds to present said group in an event in Chula Vista (the Sweetwater Union School District could partner with the San Diego Symphony).
4. Non-Chula Vista residents may not apply for individual grants

EXAMPLES OF WHAT FUNDS MAY NOT BE USED FOR:

1. Purchase of land, equipment, buildings or construction (a capital outlay or expenditure)
2. Programs not accessible to the public
3. Trust/endowment funds
4. Hospitality or food costs
5. Dues
6. Indirect costs of schools (school costs not related to this grant)
7. Salaries of management and staff
8. No funds will be expended for persons or groups using “fighting words” (any offensive words which are inherently likely to provoke any immediate violent reaction)

HOW TO APPLY (FOR INDIVIDUAL ARTISTS)

- Step 1:** Complete and sign the Performing and Visual Arts Fund Grant Application Form (Individual)
- Step 2:** Complete the “Proposal Narrative” sheet
- Step 3:** Prepare your support materials and complete the “Sample Artistic Documentation” form if you are submitting support materials
- Step 4:** **The application packet and support materials must be received by 5:00 p.m. on February 25, 2002 by:**

The Chula Vista Library Cashier’s Desk
Chula Vista Public Library
365 “F” Street
Chula Vista CA 91910

Please label the packet set in the following manner:

Office of Cultural Arts/ Ric Todd

Organization/Individual Name
Address
Phone/Contact Person

Individual Artist Application Form
Pg. 1 of 7

Name:_____

**Performing and Visual Arts Fund Grant Application Form
(Individual)
2001**

1. Name of Individual_____

2. Address:_____

3. City_____CA Zip Code_____

4. Phone #_____Fax_____E-Mail_____

Applicant's Discipline_____
(see list on pgs. 9 and 10)

Grant Project Title_____

Grant Amount Requested: \$_____

Certification: *I certify that the information contained in this application, including all attachments and supporting materials, is true and correct to the best of my knowledge. If payment is to be made to anyone other than the grantee, it is understood that the grantee is financially, administratively, and programmatically responsible for all aspects of the grant and that all reports must be submitted through the grantee.*

Individual Artist:

Signature *Date*

Typed Name

Individual Artist Application Form

Pg. 2 of 7

Name: _____

PROPOSAL NARRATIVE

Briefly and concisely answer the following questions in the space provided.

1. Briefly describe your past contributions to your discipline.

Individual Artist Application Form

Pg. 3 of 7

Name: _____

2. Give your Project Description and Evaluation
 - A. Describe the proposed project.
 - B. What do you envision the project's impact to be on the community?
 - C. How do you plan to evaluate the success of this project?

Individual Artist Application Form

Pg. 4 of 7

Name:_____

3. Please give a project budget summary below:

A. Total project expense: \$_____

B. Amount requested from this grant: \$_____

C. Total In-Kind donation: \$_____

D. Itemized expenses in detail related to grant project expenses:

[illegible]

Individual Artist Application Form

Pg. 5 of 7

Name: _____

Sample Artistic Documentation Form

It is recommended that applicants submit materials which uphold their grant proposal and from which the panel may evaluate artistic merit. Select and label your submission (video, audio, slides.....) with A) Applicant name, B) the title of the work(s), and C) the date of the work. Write a brief description(s) of your documentation in one of the spaces provided on this form.

Choice 1:

☐ **Videotape**

- Tapes must be VHS format
- Tapes must be cued to the exact eight (8) minutes desired for panel viewing
- Films and CD-ROMS are not acceptable formats for this review

Describe the piece or segment(s) you have chosen in fifty or less words in the space below:

Choice 2:

☐ **Audio Tape or Compact Disc**

- Tapes must be standard cassette format cued to the exact eight (8) minutes desired for panel listening
- Descriptions of compact discs below must lead the panel to the exact track(s) or eight (8) minutes for listening
- Vinyl albums and eight-track tapes are not acceptable formats for this review

Describe the piece or segment(s) you have chosen in fifty or less words in the space below:

Individual Artist Application Form

Pg. 6 of 7

Name: _____

Choice 3:

() **Printed Materials** (publications or publication tear sheets, manuscripts, copies of site drawings. . .

- Documentation should not exceed seven (7) pages of drawings or text

Introduce the text or itemize the drawings you have attached in thirty or less words in the space below:

Choice 4:

() **Slides**

- Submit only duplicate slides, never original or unique transparencies
- Slides must be 35mm, suitable for projection, delivered in a 9" x 11" clear plastic sleeve and numbered 1-10
- All titles, dates, and size information must be written or typed legibly on the slides or on secure slide labels, not the plastic sleeve (the Office of Cultural Arts assumes no responsibility for information lost to the panel because taped/old labels fall off your slides)
- Slides should be labeled for the naked eye with the word "top" and an arrow or a dot should be placed in the lower left-hand corner of each slide (the Office of Cultural Arts assumes no responsibility if the orientation of your slides is not easily determined)

**Describe each work in 10 words or less beginning with identifications:
artist's name, title of the work, date of the work (Continued on next page).**

1.

2.

3.

4.

5.

6.

7.

Individual Artist Application Form

Pg. 7 of 7

Name: _____

(Continued) Describe each work in 10 words or less beginning with identifications:
artist's name, title of the work, date of the work

8.

9.

10.

Optional Attachments

Attach to your application no more than three recent press clippings or reviews (not more than 3 years old) or letters of recommendation that support your relevant experience or the proposed project. Press clippings and reviews may be double-sided copies.

Arrangements can be made to pick up support materials from the Office of Cultural Arts, after the grant letter has been received, by calling Ric Todd, Cultural Arts Coordinator, (619) 585-5627

If you wish to have materials returned, submit a stamped, self-addressed envelope.

HOW TO APPLY (FOR ORGANIZATIONS)

- Step 1:** Complete and sign the Performing and Visual Arts Fund Grant Application (Organization) Form
- Step 2:** Complete the “**Proposal Narrative**” sheet
- Step 3:** Prepare your support material and complete the “Sample Artistic Documentation” form if you are submitting support materials
- Step 4:** **The application packet and support materials (if applicable) must be received by 5:00 p.m. on February 15, 2002, by:**

The Chula Vista Public Library Circulation Desk
Civic Center Branch Library
Chula Vista Public Library
365 “F” Street
Chula Vista, CA 91910

Please label the packet set in the following manner:

Office of Cultural Arts/Ric Todd
Organization/Individual Name
Address
Phone/Contact Person

Organization Application Form

Pg. 1 of 7

Name of Organization: _____

Performing and Visual Arts Fund Grant Application (Organizations) 2000

1. Name of Organization _____

IRS Nonprofit Organization Identification # (501)(c)(3): _____

2. Address: _____

3. City _____ CA Zip Code _____

4. Phone # _____ Fax _____ E-Mail _____

5. Contact Person on Board of Directors: _____

6. Administrative Director _____

7. Contact Person For Grant _____ Title _____

Applicant Discipline _____

(See list on pgs 9 and 10)

Grant Amount Requested: \$ _____

Date the applicant organization received its 501(c)(3) and/or California nonprofit status _____

Grant Project Title: _____

Organization Application Form

Pg. 2 of 7

Name: _____

Certification: *I/We certify that the information contained in this application, including all attachments and supporting materials, is true and correct to the best of our knowledge. If payment is to be made to anyone other than the grantee, it is understood that the grantee is financially, administratively, and programmatically responsible for all aspects of the grant and that all reports must be submitted through the grantee.*

Organization Director:

Board President:

Signature

Date

Signature

Date

Typed Name and Title

Typed Name and Title

Organization Application Form

Pg. 4 of 7

Name of Organization: _____

3. Give your Project Description and Evaluation in the space provided.
 - A. Describe the proposed project.
 - B. What do you envision this project's impact to be on the community?
 - C. How do you plan to evaluate the success of this project?

4. Please give a project budget summary below:

- A. Total project expense: \$ _____
- B. Amount requested from this grant: \$ _____
- C. Total in-kind donation: \$ _____
- D. Itemized expenses in detail related to grant project expenses.

Organization Application Form

Pg. 5 of 7

Name of Organization: _____

Sample Artistic Documentation Form

It is recommended that applicants submit materials which uphold their grant proposal and from which the panel may evaluate artistic merit. Select and label your submission (video, audio, slides.....) with A) Applicant name, B) the title of the work(s), and C) the date of the work. Write a brief description(s) of your documentation in one of the spaces provided on this form.

Choice 1:

☐ **Videotape**

- Tapes must be VHS format
- Tapes must be cued to the exact eight (8) minutes desired for panel viewing
- Films and CD-ROMS are not acceptable formats for this review

Describe the piece or segment(s) you have chosen in fifty or less words in the space below:

Choice 2:

☐ **Audio Tape or Compact Disc**

- Tapes must be standard cassette format cued to the exact eight (8) minutes desired for panel listening
- Descriptions of compact discs below must lead the panel to the exact track(s) or eight (8) minutes for listening
- Vinyl albums and eight-track tapes are not acceptable formats for this review

Describe the piece or segment(s) you have chosen in fifty or less words in the space below:

Organization Application Form

Pg. 6 of 7

Name of Organization: _____

Choice 3:

() **Printed Materials** (publications or publication tear sheets, manuscripts, copies of site drawings. . .

- Documentation should not exceed seven (7) pages of drawings or text

Introduce the text or itemize the drawings you have attached in thirty or less words in the space below:

Choice 4:

() **Slides**

- Submit only duplicate slides, never original or unique transparencies
- Slides must be 35mm, suitable for projection, delivered in a 9" x 11" clear plastic sleeve and numbered 1-10
- All titles, dates, and size information must be written or typed legibly on the slides or on secure slide labels, not the plastic sleeve (the Office of Cultural Arts assumes no responsibility for information lost to the panel because taped/old labels fall off your slides)
- Slides should be labeled for the naked eye with the word "top" and an arrow or a dot should be placed in the lower left-hand corner of each slide (the Office of Cultural Arts assumes no responsibility if the orientation of your slides is not easily determined)

**Describe each work in 10 words or less beginning with identifications:
artist's name, title of the work, date of the work (Continued on next page).**

1.

2.

3.

4.

5.

6.

7.

8.

Organization Application Form

Pg. 7 of 7

Name of Organization: _____

(Continued) Describe each work in 10 words or less beginning with identifications:
artist's name, title of the work, date of the work

9.

10

Optional Attachments

Attach to your application no more than three recent press clippings or reviews (not more than 3 years old) or letters of recommendation that support your relevant experience or the proposed project. Press clippings and reviews may be double-sided copies.

Arrangements can be made to pick up support materials from the Office of Cultural Arts, after the grant letter has been received, by calling Ric Todd, Cultural Arts Coordinator, (619) 585-5627

If you wish to have materials returned, submit a stamped, self-addressed envelope.